

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 1  
JANUARY 5, 2011 – WORK SESSIONS**

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, January 5, 2011, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Bill Oakes, Director, Mike Simmons, Steve Marx, Connie Bowers

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose

Record Part 1 @01:55

**Public Works/DEM**

**Subject:** State Homeland Security Program Contract, E11-093, between Snohomish County (SHLS Region1) and Island County

**Attachment:** Memo dated 12/22/10 from Island County DEM to BOCC, contract

**Proposed Action:** Grant Contract Agreement – Snohomish County, Washington State Military Department and US Department of Homeland Security; Prepare & improve agency's ability to respond to and recover from disaster; Contract Period: August 1, 2010 to December 31, 2012; Contract Amount: \$161,008 (Federal)

**Follow up:** Okay with Board to move forward to Monday's agenda.

**Subject:** Resolution Adopting Revised Island County Comprehensive Emergency Management Plan (CEMP)

**Attachment:** Memo dated 12/22/10 from Island County DEM to BOCC

**Proposed Action:** Approval of Resolution Adopting the Island County Comprehensive Emergency Management Plan for Unincorporated Island County (CEMP)

**Follow up:** Okay with Board to move forward to Monday's agenda.

**Roads**

**Subject:** East Camano Drive/McElroy Road Intersection Improvement Local Agency Agreement – Supplement Agreement No. 1 with WSDOT

**Attachment:** Supplement Agreement No. 1; Federal Aid project No. STPR-P153(001)

**Proposed Action:** East Camano Drive/McElroy Road Intersection Improvement Local Agency Agreement – Supplement Agreement No. 1; Additional construction funds allocated to the project.

**Follow Up:** Okay with Board to move forward to Monday's agenda.

**Subject:** On-Call Consultant Contract – Evergreen Surveying Inc.

**Attachment:** On-Call Consultant Contract

**Proposed Action:** On-Call Consultant Contract – Evergreen Surveying Inc.; Surveying; \$150,000.00; Expiration date of December 31, 2013.

**Follow Up:** Okay with Board to move forward to Monday's agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 2**  
**JANUARY 5, 2011 – WORK SESSIONS**

**Subject: Posted Speed Limit Corrections**

**Attachment:** Maps and Aerial Photos

**Information:** Bill briefed the Board on posted Speed Limit Corrections.

**Subject: PAA for Oak Harbor Road Shop Supervisor Position Acting Interim**

**Attachment:** none

**Proposed Action:** Authorize replacement position for Sheldon Stremmer, Oak Harbor Road Shop Supervisor and designate current foreman as acting supervisor.

**Follow Up:** Okay with Board.

**Sheriff**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, January 5, 2011, at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Sheriff Mark Brown, Wylie Farr, Undersheriff Kelly Mauck, De Dennis, Debra Van Pelt, Greg Banks, Michelle Graaff

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

Record Part 1 @58:45

**Subject: Interlocal Agreement**

**Attachment:** yes

**Proposed Action:** Northwest Mini-Chair – Interlocal Agreement between Island County and Whatcom County for transportation of prisoners for Island County along the I-5 corridor; Terms of agreement: January 1, 2011 through December 31, 2011; Annual Compensation: \$11,295.00.

**Follow-up:** Okay with Board to move forward to Monday's agenda.

**Subject: Manpower update**

**Attachment:** none

**Discussion:** Deputy Dan Todd resigned. Sheriff Brown does not intend to rehire at this time and will utilize the funds to pay for overtime.

**Prosecuting Attorney**  
**Summary Minutes**

Work Session was held between the County Commissioners and Prosecutor on Wednesday, January 5, 2011, at 10:05 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 3  
JANUARY 5, 2011 – WORK SESSIONS**

**Present:** Greg Banks, Island County Prosecutor, Michelle Graaff, Debra Van Pelt, Sheriff Brown, Kelly Mauck, De Dennis, Wylie Farr

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

**Subject:** Office staffing

**Attachment:** none

**Information:** Greg discussed staffing issues in the Prosecuting Attorney's office with the Board.

**Island County Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, January 5, 2011, at 10:20 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Present:** Ana María d Nuñez, Treasurer

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

Record Part 1 @01:20:10

**Subject:** PAA

**Attachment:** none

**Proposed Action:** Authorization to increase hours for Jill Smith, Deputy Treasurer, from .60 FTE to 0.8 FTE (32 hours per week) to work on foreclosures and continue to assist with Treasurer duties; to help off-set the cost of the increased hours the Treasurer will be instituting a "Subject to Foreclosure fee" of \$75.00.

**Human Resources  
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, January 5, 2011, at 9:05 & 10:17 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Melanie Bacon, Human Resource Director, Anne LaCour

**Others Present:** Elaine Marlow, Budget Director, Anne LaCour, Jeff Lauderdale

Record Part 1 @08:53 & 01:17:20

**Subject:** Insurance and Pharmacy prescription payment problem

**Attachment:** Memo dated 1/5/11 from Melanie Bacon, to BOCC

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 4  
JANUARY 5, 2011 – WORK SESSIONS**

**Proposed Action:** Benefit Solutions, Inc. the County's new benefits administrator has not been able to upload the 2010 data from the old benefits administrator and then update it with 2011 data. The data will have to be entered by hand and is not expected to be completed until the week of January 17<sup>th</sup>. In the meantime there is no way for employees to access their insurance to pay for their prescriptions. Ms. Bacon recommended the BOCC authorize Human Resources and the Auditor's office to allow employees to cash out leave to pay for prescriptions. In the cases of employees without leave or with insufficient leave, authorize a draw against salary pending reimbursement of pharmacy expenses.

Anne LaCour noted the employees would be expected to cash out leave in the following order:

- Additional Annual Leave
- Annual Leave
- Sick Leave
- Comp time

Commissioner Homola noted the need to address the ability for employees who use all their leave to pay for prescriptions to take "leave without pay" at a later date.

*Commissioner Price Johnson moved to authorize Human Resources and the Auditor's Office to move forward with the recommendation to cash out leave to pay for prescriptions. The motion was seconded by Kelly Emerson and carried unanimously.*

**Subject:** PAA's

**Attachment:** none

**Proposed Action:** Board authorization for the following:

- PAA for WSU Extension - Lighthouse Program Coordinator, .70 FTE-1.0 FTE, replacement position.
- PAA for District Court – Court Clerk District & Municipal, replacement position.
- PAA for Assessor's Office – Kyle Easter - Advance to Appraisal Level 2.

**Follow up:** Okay with Board.

**Health Department  
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, January 5, 2011, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Keith Higman, Director, Kerry Graves, Dr. Roger Case, Suzanne Turner, Aaron Henderson, Linda Telles, Jill Wood, Carrie MacLachlan, Joe Laxson, Kathleen Parvin

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

*The first Health Department Work Session of the month is designated for informal discussion of Board of Health matters.*

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 5**  
**JANUARY 5, 2011 – WORK SESSIONS**

Record Part 2@00:06

**Administration**

**Subject:** Out of State travel request

**Attachment:** yes

**Proposed Action:** Aaron Henderson, Environmental Health Director, has been selected by the Centers of Disease Control as one of only 21 environmental public health professionals to participate in the 2011-2012 cycle of the Environmental Public Health Leadership Institute at the CDC in Atlanta, Georgia on February 28 – March 4, 2011. The CDC will pay all costs associated with participation in the institute.

**Follow up:** Okay with Board.

**Environmental Health**

**Subject:** Environmental Health fee schedule amendment

**Attachment:** no

**Proposed Action:** Recommendation to remove \$62.00 on-site inspection fee from environmental health fee schedule for 2011 and amend the food program language to bring it into compliance with state regulations. The current language allows for a 31 day grace period, January 1-31, for a food service establishment to pay their annual permit fee, contrary to the FDA Food Code which requires payment be received by December 31<sup>st</sup>. The reason behind the grace period is the fact that in some years the budget doesn't get adopted until the last week in December and the fees could change.

**Follow up:** The Board authorized staff to bring forward to the January 18<sup>th</sup> BOH meeting a resolution and amended fee schedule eliminating the \$62.00 inspection fee. The Board also directed staff to contact the Restaurant Association to get their feedback on what would be advantageous for the 2012 annual permit cycle for food service establishments and bring the results back to the Board for their consideration later this spring.

**Community & Family Health**

**Subject:** Contract with DSHS – Early Family Support Services (EFSS)

**Attachment:** yes

**Proposed Action:** Contract No. 1063-95382, Amendment No. 01, reduces the current agreement by \$637.21.

**Follow up:** Okay with Board to move forward following legal and risk review.

**Subject:** Contract with DSHS – Early Intervention Services (EIP)

**Attachment:** yes

**Proposed Action:** Contract No. 1063-94513, Amendment No. 01, reduces the current agreement by \$1,023.75.

**Follow up:** Okay with Board to move forward following legal and risk review.

**Human Services**  
**Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, January 5, 2011, at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 6  
JANUARY 5, 2011 – WORK SESSIONS**

**County Commissioners:**      **Angie Homola, Chair**                      **Staff: Pam Dill**  
   **Helen Price Johnson, Member**  
   **Kelly Emerson, Member**

**Staff Present:**      **Jackie Henderson, Director, Lynda Richards, Jaime Montoya**

**Others Present:**      **Elaine Marlow, Budget Director**

Record Part 2@27:28

**Mental Health**

**Subject: North Sound Mental Health Administration**

**Attachment:**    yes

**Proposed Action:** North Sound Mental Health Administration Contract Amendment; Reduction in funds of \$-482.00; Contract No.: NSMHA-ISLAND-ADMIN-2010; Contract Amount: \$50,836.00; Prior Contract Amount: \$51,318.00.

**Follow up:** Okay with Board to move forward to Monday's agenda.

**Subject: North Sound Mental Health Administration**

**Attachment:**    yes

**Proposed Action:** North Sound Mental Health Administration Contract Amendment; Reduction in funds of \$-8,642.00; Contract No.: NSMHA-ISLAND-JAIL SERVICES-09-11; Contract Amount: \$152,625.00; Prior Contract Amount: \$161,267.00.

**Follow up:** Okay with Board to move forward to Monday's agenda.

**Subject: North Sound Mental Health Administration**

**Attachment:**    yes

**Proposed Action:** Contract with North Sound Mental Health Administration for administration of mental health programs for Island County; Contract No.: NSMHA-ISLAND-ADMIN-11; Contract Amount: \$48,432.00.

**Follow up:** Okay with Board to move forward to Monday's agenda.

**1:30**

**Subject: North Sound Mental Health Administration**

**Attachment:**    none

**Information:** Jackie is working with NSMH on funding for a Crisis Outreach worker for Island County.

**Development Disability Programs**

**Subject: Service Alternatives, Inc.**

**Attachment:**    yes

**Proposed Action:** Services Alternatives, Inc. - Amendment #2-; Reduction in funds of \$6,313.00; Contract Number: HS-09-09(2); Contract Amount: \$222,248.00; Prior Contract Amount: \$228,561.00.

**Follow up:** Okay with Board to move forward to Monday's agenda.

**Subject: Washington Vocational Services**

**Attachment:**    yes

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 7  
JANUARY 5, 2011 – WORK SESSIONS**

**Proposed Action:** Contract Amendment with Washington Vocational Services; Increase in current contract of \$1,939.00; Contract No. HS-08-09(2); Contract Amount: \$504, 192.00; Prior Contract Amount: \$502,253.00.

**Follow up:** Okay with Board to move forward to Monday's agenda.

## **Budget Director Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, January 5, 2011, at 9:50 a.m. and 1:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Elaine Marlow, Budget Director

**Others Present:** Rufus Rose, Jeff Lauderdale, Dick Toft, MRC, Debbie Thompson

Record Part 2@45:05

**Subject: Island County Housing Authority applicants**

**Attachments:** yes

**Proposed Action:** The Board considered applicants for the Island County Housing Authority.

**Follow-up:** Okay with Board to forward recommendation to Monday's agenda.

**Subject: Marine Resources Committee applicants**

**Attachments:** yes

**Proposed Action:** The Board considered applicants for the Marine Resources Committee.

**Follow-up:** Okay with Board to forward recommendation to Monday's agenda.

**Subject: Proposal for reorganization in BOCC office**

**Attachment:** Proposal for reorganization and Addendum

**Discussion:** The Board discussed increasing the new administrative support position in their office from a 32 hr/week employee to 40 hr/week to allow time to convey factual and current information to the public.

**Follow up:** Move forward with a PAA for a 32 hour position with the understanding that there are undesignated funds in the Board's budget to put towards communication and to work with the new IT Lead when they come onboard to see what role they can play in the communication process.

**Subject: Retreat discussion**

**Attachment:** none

**Proposed Action:** The Board scheduled a retreat to discuss restructuring and set specific goals for Wednesday, February 9, 2010.

**Subject: BOCC agenda process**

**Attachment:** none

**Proposed Action:** The Budget Director presented goals and recommended changes for restructuring and streamlining the Board’s agenda process.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 8**  
**JANUARY 5, 2011 – WORK SESSIONS**

**Follow up:** The Budget Director will work with Department Heads and Elected Officials to fine tune the process and come back to the Board with draft policies and procedures.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Angie Homola, Chair

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Helen Price Johnson, Member

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Kelly Emerson, Member

ATTEST:

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Elaine Marlow, Clerk of the Board